

**BY ORDER OF THE COMMANDER
22D AIR REFUELING WING**

**MCCONNELL AIR FORCE BASE
INSTRUCTION 16-601**

3 SEPTEMBER 2013

Operations Support

**IMPLEMENTATION OF, AND
COMPLIANCE WITH, ARMS CONTROL
AGREEMENTS**



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AF Policy Directive 16-6, *Arms Control Agreements*, AFI 16-601, *Implementation of, and Compliance with, Arms Control Agreements*, AFI 16-603, *Education and Training Requirements with Arms Control Agreements*, AFI 16-604, *Implementation of, and Compliance with, The Treaty on Open Skies*, and AFI 16-609, *United States Air Force Implementation of, and Compliance with, Chemical Weapons Convention* and 22 ARW *Memorandum of Agreement* for facility priority. This publication applies to 22nd Air Refueling Wing, 931st Air Refueling Group, 184th Intelligence Wing and associated tenant units to ensure treaty compliance at McConnell Air Force Base, Kansas.

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SUMMARY OF CHANGES

This instruction is substantially revised and must be completely reviewed. It organizes the AFI into functional areas and processes into one source document. It includes broad operational requirements, responsibilities and procedures for host base support in accordance with the

Chemical Weapons Convention (CWC), Treaty on Open Skies (OST), New Strategic Arms Reduction Treaty (NST) and future arms control agreements affecting McConnell AFB. Refer to 22 ARW Open Skies Base Compliance Plan, Annex A for specific host base support operations.

Chapter 1

OVERVIEW

1.1. Arms Control Treaties. McConnell AFB is tasked to support the New Strategic Arms Reduction Treaty (New START or NST), Treaty on Open Skies (OST) and Chemical Weapons Convention (CWC).

1.2. Base support facilities. The following facilities will be used as designated work areas for specific treaties:

	<u>WORKCENTER</u>	<u>AIRCRAFT PARKING</u>
Open Skies	Primary: B1120 Alternate: B412 *	Primary: Delta Ramp N/A
CWC	Primary: B412 ** Alternate: N/A	N/A N/A

Notes:

B412 * Signatures, Heritage, Derby, Kansas and Wichita conference rooms

B412 ** Ballroom, Signatures, Heritage, Derby, Kansas, Wichita, Storm Cellar and Refueler conference rooms. CCT will work with 22 FSS to reschedule Robert J. Dole Community Center, B412 (RJDCC) events (in applicable areas) to accommodate OST and CWC workspace requirements.

1.3. Roles and Responsibilities

1.3.1. The Commander, 22d Air Refueling Wing (22 ARW/CC) will:

1.3.1.1. Ensure commanders comply with DoD expectations for treaty compliance.

1.3.1.2. Meet and greet treaty teams at aircraft or alternate site unless a designated representative is appointed.

1.3.1.3. Activate Crisis Action Team (CAT) for short notice treaty compliance requirements. Each treaty contains time sensitive requirements and will require commander involvement at all levels.

1.3.1.4. Appoint 22 MSG/CC or CD as Inspection Control Group (ICG) Team Chief for CWC on-site inspections.

1.3.1.5. Appoint 22 ARW/DS (or designated Group CC) as Host Team Representative/Liaison for CWC on-site inspections.

1.3.2. The 22 ARW Treaty Compliance Officer (TCO) (22 ARW/CCT) will manage and oversee all aspects of treaty compliance with International Treaties, Presidential Initiatives and arms control agreements. Authority to make decisions, which may be binding upon the wing are vested in the position. Specific duties and responsibilities are outlined in Air Force

Core Personnel Document, CPD Number 7QR4012. Treaty compliance is a wing commander's program.

1.3.2.1. Chair the Arms Control Council (ACC). Members represent host base support functions and will ensure treaty requirements are executed. CCT conducts ACC Group-level meetings quarterly or on as-needed basis. Functional areas are:

1.3.2.1.1. 22d Operations Group (Airfield Management, Weather and Group executives).

1.3.2.1.2. 22d Mission Support Group (Security Forces, Dining Facility, Air Capital Inn, POL, Transportation, Communications, RJGCC, Air Passenger Terminal, Civil Engineering, and Contracting).

1.3.2.1.3. 22d Medical Group (Aerospace Medicine and Dental).

1.3.2.1.4. 22d Maintenance Group (Maintenance Operations Center, Aircraft Maintenance, Fleet Services, Transient Alert and Maintenance Squadron).

1.3.2.1.5. Director of Staff (CPTS, AFOSI, Protocol, Public Affairs, Staff Judge Advocate, Anti-Terrorism, Command Post, and Wing Plans and Programs).

1.3.2.2. Validates all Entry Access Lists (EALs) required to support treaty compliance activities. CCT is sole source to validate and is authorized to authenticate EALs based on Presidential Policy Directives. CCT is authorized to sign and forward EALs to 22 SFS for final authentication from E-6 or GS-8 equivalent.

1.3.2.3. Recruit, train and lead host base escort team.

1.3.2.4. Report security incidents such as unauthorized photography to the DTRA Team Chief for action. CCT will inform AMC/A3N, AFOSI and security forces for situational awareness.

1.3.3. 22 ARW Group/Squadron Commanders, Director of Staff and Wing Agency Chiefs will comply with the following:

1.3.3.1. Appoint in writing Group and Squadron-level ACC members.

1.3.3.2. Treaty compliance taskings take precedent over normal duties for personnel identified to support treaty compliance requirements.

1.3.3.3. ACC members will have authority to make decisions for their functional areas to ensure unrestricted treaty support.

1.3.3.4. Serve a minimum of one year term. SNCOs to FGOs are preferred to serve as Primary with junior ranking personnel as Alternate ACC members.

1.3.3.5. ACC members may be required to attend short notice CCT meetings in preparation of host base support operations.

1.3.3.6. Appoint host team members to support treaty compliance requirements and procedures, attend annual/semi-annual training and maintain duty-required issued clothing.

1.3.3.7. Commanders select TSgts and above to serve as escort. No rank requirement for Emergency Medical Technician (EMT), baggage team or transportation drivers.

1.3.3.8. Squadron commanders must nominate in writing SSgt selects to serve as escort under special circumstances e.g., low manning, personnel availability, etc.

1.3.3.9. Quotas for escorts are assigned based on enlisted population rates to support the Treaty on Open Skies; MSG (5 ea), MXG (5 ea), OG (4 ea), MDG, (2 ea), (DS - exempt). Each group will provide one baggage handler. Note: CWC requirements will likely triple escort and baggage team requirements due to 120-150 USG, DoD, Air Force and State Parties arriving on the base for an extended period.

1.3.3.10. Maintenance scheduling (22 MOS/MXOOS) will assign (when possible) a "slick" KC-135R aircraft for New START missions. 22 AMXS/MXA will make every effort not assign a KC-135 that is RT, DAMA SATCOM or ROBE equipped due to OPSEC concerns.

1.3.3.11. Ensure host base support personnel and support equipment are in place NLT 45 minutes prior to aircraft arrival; Transient Alert, flightline support equipment (B2, B4, B5 and high lift), POL trucks w/drivers, fleet service vehicle and two fleet servicing carts, bus transportation, baggage team and standby photographer.

1.3.3.12. 22 MSG/CC or CD will serve as Inspection Control Group (ICG) Team Chief for CWC on-site inspections.

1.3.3.13. 22 ARW/DS (or designated Group CC) will serve as Host Team Representative/Liaison for CWC on-site inspections.

1.3.4. Arms Control Council (ACC) members will:

1.3.4.1. Review and recommend updates to arms control directives to base compliance plans (CPLANS) and MAFBI 16 series instructions on a periodic basis.

1.3.4.2. Update ACC recall rosters by the 15th of every month with current contact information, duty status, upcoming TDYs, annual leaves, PCS, etc. ACC members play a critical role in host base support preparation and execution often with very short notice. Be prepared to execute all CPLAN requirements within their respective group and/or squadron span of control.

1.3.4.3. Attend mandatory ACC meetings. Be prepared to discuss limiting factors (LIMFACS) and shortfalls or other operational constraints for potential elevation to wing leadership.

1.3.4.4. Brief commanders on treaty compliance programs and address action items with proposed resolutions.

1.3.4.5. Attend treaty compliance training once every 12 months.

1.3.4.6. Term of service should be a minimum of one year.

1.3.4.7. Recommended rank requirements for local escort are TSgt to FGO. Airmen who possess the maturity levels, technical skills and authority are necessary to expedite short notice taskings under strict treaty timelines.

1.3.4.8. Group-level ACC members oversee and manage squadron processes outlined in the base compliance plan and/or arms control directives. They work with squadron leadership to identify squadron-level ACC members, host base personnel requirements,

(escorts, baggage team, EMT and transportation drivers). Brief group commander and/or deputies on specific host base support operations. Lead and manage escort control center operations (ECC) during real world treaty compliance activities.

1.3.4.9. Squadron-level ACC members oversee and manage specific work center requirements outlined in the base compliance plan and/or arms control directives. May be required to expedite job or work orders based on treaty requirements. Brief squadron commanders and/or deputies on specific host base support operations for situational awareness.

1.3.5. Treaty Escorts will:

1.3.5.1. Maintain a minimum Secret security clearance.

1.3.5.2. Comply with training requirements, maintain proficiency for assigned escort duties, and report any problems regarding ability or availability to perform escort duties to their leadership. Child-care, projected leave and appointment issues should be addressed with the commander at the time of appointment.

1.3.5.3. Inform CCT on scheduled leaves, upcoming TDYs or other periods of unavailability during treaty vulnerability time frames.

1.3.5.4. Maintain issued supply/equipment items in a serviceable condition. Cold weather gear is mandatory as treaty visits are possible year round.

1.3.5.5. Attend just-in-time training. Initial or refresher training will focus on host base support operations to include HUMINT, OPSEC, and local security concerns for newly assigned ACC members, escorts, baggage team, EMT, and transportation drivers.

1.3.5.6. Local escorts have two primary responsibilities: (1) the protection and safety of visiting parties and (2) the security of site facilities. Escorts should be knowledgeable to facilitate movements to and from scheduled activities, flightline, medical and dining facilities and other on and off-base locations.

1.3.5.7. Should any foreign member indicate their desire to defect to an Air Force representative, the escort will immediately contact CCT. The DTRA Team Chief, as senior representative will take actions as appropriate.

1.4. Mass Aircraft Parking Area (MAPA).

1.4.1. 22 MXG/CC and 22 OSS/OSAA designates Delta Ramp for Open Skies aircraft parking. **The Airfield manager (OSS) assigns parking locations for transient aircraft and has been doing this.

1.4.2. CCT will coordinate with SFS to cordon off Open Skies parking as a controlled area. Visiting OST aircraft are not considered PL assets and will not be protected according to those procedures. SFS will monitor the Open Skies parking area for unauthorized movements.

1.4.3. Arms Control controlled area badges will be used for entry/access into B1120 (e.g., Open Skies, CWC, etc). Restricted area badges and entry controlled points will not be displayed due to OPSEC countermeasure.

1.4.4. Flightline support equipment will be staged on Delta ramp parallel with the blast fence.

1.5. Photography Policy

1.5.1. Open Skies Policy outlines treaty accommodations for photography under all international treaties and agreements. This policy is designed to address photography primarily during aircraft inspections at U.S. Air Force airfields hosting OST observation missions. Specifically, it covers the foreign teams taking photography of the U.S. inspection of their aircraft and for the U.S. team (from DTRA) to record the inspection process for the foreign teams, if so requested by the foreign team.

1.5.2. CCT will brief local flightline photography rules to Observing Parties, DTRA, and other observers to ensure compliance. Local escorts will inform TCO on any violations to local procedures. CCT will contact the DTRA Team Chief for resolution. **Note:** At no time should personal property be confiscated or involuntary taken from the observing Party. Observing Party members are afforded limited diplomatic immunity, including the inviolability of their person and personal property. This means that to touch them or their personal property may violate their treaty rights.

1.5.3. It is McConnell AFB policy that photography of the foreign observation aircraft (Russian Tu-154m/214) during technical inspection is permitted, but photography of any other aircraft, flightline structures and related activities is prohibited. Photographs should be oriented and framed to ensure only the intended image is taken.

1.5.4. CCT must pre-coordinate with the DTRA Team Chief for authorization to take photos of all treaty activities to document compliance, historical data points and inclusion into base compliance plans. **Note:** Uncoordinated or unapproved photography of the foreign team and aircraft may become a diplomatic issue and will be avoided. Photography will be carefully managed.

1.5.5. CCT is authorized by Public Affairs to validate and sign photography requests involving facilities and flightline. CCT will coordinate photography entry EALs with 22 ARW/PA and 22 SFS for authentication and information only.

Chapter 2

NEW START TREATY (NST)

2.1. Tasking Order. McConnell AFB is tasked by TACC/XOODO to provide MILAIR support for 1A3 priority taskings. 22 OSS will reference MOA between HQ AMC/DA3 and DTRA/OP-OSS, *Agreement on Treaty Airlift Requirement Issues*.

2.1.1. KC-135 RT aircraft is highly discouraged due to the unique mission capabilities. Access to the interior of the aircraft could provide insight to design and capabilities not otherwise available.

2.1.2. DAMA SATCOM or ROBE equipped KC-135 aircraft is discouraged due to the possibility of revealing specific communication capabilities or equipment. If unable to utilize a non-DAMA equipped aircraft, the aircrew must make every effort to mask/curtain/cover the equipment.

2.2. Rules of Engagement. 22 OSS/OSO will ensure Current Operations Plans (OSS/OSOK) accomplish checklist actions as primary POC for New START mission origination.

2.2.1. 22 OSS/OSOK, Mission Planning Cell will ensure NST mission profile complies with MOA between HQ AMC/DA3, Deputy Director of Operations and DTRA/OP-OSS, Chief New START Nuclear Division guidance.

2.2.2. Aircrews will position to the Point of Entry (POE) in order to be legal for alert (LFA) no later than 4-hours after arrival of Russian NST teams. **Note:** This allows time to get a crew into crew-rest, alerted, briefed, positioned to the POE and crew-rested before the LFA.

2.2.3. Tasked squadron has approximately 36 hours from initial NST Voice Format 01 notification to LFA at POE.

2.2.4. Normal NST missions will use “basic aircrew plus passenger monitor.” Aircrews will be augmented for sequential inspections, as necessary when DTRA Team Chiefs notify TACC of the requirement, via DTRA Ops Center, to accommodate anticipated extended duty day operations due to travel flight times and inspection activity duration requirements.

2.2.5. Primary aircraft will be KC-135 “Slick jet” configured with a minimum of 20 floor mounted airline seats and 2 tables (Capstone-DV-START configuration maintained by 22 OG/OGV). If KC-135 is not available, secondary aircraft used will be determined on “as available basis” necessary to meet treaty timelines.

2.2.6. Aircrews will re-confirm NST mission take-off times with the DTRA Team Chief. Note: DTRA Team Chief coordinates with DTRA Operations Center and 618 TACC/XOODO to determine NST mission take-off times.

2.3. 22 OSS/OSOK will create and plan New START missions. Coordinates with MOC to ensure KC-135 “slick jet” configuration is used. Conducts aircrew mission briefings with AFOSI. Briefs aircrew NLT 4-hr prior to take-off on NST mission requirements to include AFOSI special interest items and ensures no COMSEC materials are issued. Submits After Action Report (AAR) to CCT within three duty days upon mission completion.

Chapter 3

TREATY ON OPEN SKIES

3.1. 22 ARW Open Skies Base Compliance Plan (CPLAN), Annex A. 22 ARW/CCT will ensure base agencies execute host base support operations (to include CWC on-site preparations) upon notification of an arms control event.

3.2. Strict adherence. 22 ARW must comply with Open Skies Treaty (OST) requirements. Base agencies must be prepared to execute short notice taskings, as little as 24-36 hours prior to an event.

3.3. Logistical Support. Base agencies will implement 22 ARW OST CPLAN to ensure compliance with all timelines. Inability to facilitate ground support actions that cause the mission to deviate from those timelines can result in violations of the Treaty, creating a diplomatic challenge.

3.4. Rules of Engagement. Base agencies will execute host base support procedures, escort requirements, notifications and reports, airfield management, aircraft servicing/refueling, maintenance support, weather briefings support, physical security, photography policy, billeting and transportation requirements, protocol and public affairs guidance (PAG).

3.5. Work center Checklists. Each support agency will develop base work center checklists to be included as an attachment to the plan.

3.6. Components of a Compliance Plan;

3.6.1. 22 FSS will prepare Air Capital Inn (B202, B196) or use off-base lodging, dining (flight meals and dining in), facility support (B1120 or B412) and mortuary services. Lodging, dining and facility support arrangements will need to be planned in advance. 22 MSG/CC or designated representative will distribute notification letters to occupants of Air Capital Inn or RJDCC customers on the potential to reschedule or cancel events held in Signatures, Heritage, Derby, Kansas, Wichita, Refueler and Storm Cellar conference rooms.

3.6.2. 22 SFS will oversee high and low threat security procedures for escorts, force protection, inspector entry into controlled areas, OPSEC and COMSEC. It is highly recommended 22 ARW/AT stand down/alter wing-wide random access measures during on-site arms control visits. NOTE: Foreign nationals/inspectors must not view our normal security procedures.

3.6.3. 22 MDG will ensure arrangements for emergency/non-elective medical treatment of mission team members. **Note:** DTRA is responsible for the cost of all medical treatments and is billed accordingly.

3.6.4. 22 CS will provide support for public address systems (PA) support for ceremonies/briefings, Land Mobile Radio (LMR) with dedicated net frequency, dedicated CLASS C land lines for foreign nationals to contact their embassies (Leased Comm.), and NIPRNET computers (Comm Focal Point) support for DTRA members or other treaty-specific items.

3.6.5. 22 LRS will provide transportation requirements, equipment/baggage handling to include special handling instructions for inspection equipment. CCT will attempt to

accommodate DTRA Team Chief's request for transportation support for off-base and cultural activities within existing guidelines/restrictions.

3.6.6. 22 ARW/PA will consult with SAF/PA, DTRA/PA and OASD (PA) guidance on affected treaty requirements. Clearly established ground rules on control of media movement and actions are necessary to prevent interference with inspections. In accordance with 2005 OASD (PA) guidance, the DoD PA posture is "passive, response to inquiry only." PA can respond to inquiries, but not actively promote activities. There are no restrictions placed on articles for the base newspaper or social media outlets regarding the OST mission or an activity in progress, or has recently happened.

3.6.7. 22 ARW/CCP will consult with CCT for specific requirements. By Air Force definition, the foreign OST mission team members are afforded the rights and privileges of DVs under the Vienna Convention on Diplomatic Relations.

3.6.8. 22 AMXS will provide aircraft servicing and maintenance support. This includes, but not limited to refueling, gaseous oxygen, nitrogen, de-icing, ground equipment, power carts, air stairs, water, and latrine servicing.

3.6.9. CCT will ensure affected base participants are knowledgeable in host base support operations to include; HUMINT, OPSEC, medical emergencies, and defection techniques. In addition, will work with Transportation, AAFES Base Exchange, Commissary, Recreational Services and affected civilian establishments to ensure DTRA leisure activity expectations are met.

3.6.10. Operational Security (OPSEC)

3.6.10.1. Base personnel will employ OPSEC principles to reduce the vulnerability towards adversary collection and exploitation of critical information. OPSEC applies to all activities that prepare, sustain, or employ forces during all phases of operations. (AFI 10-701).

3.6.10.2. Base personnel must be observant and diligent in protecting information that might compromise our security, while at the same time being courteous and pleasant.

3.6.10.3. If inquiries or actions of a foreign observation team member raise suspicions, the host-unit escort will notify CCT, who will in turn notify the DTRA Team Chief. CCT will notify 22 SFS representatives of any suspect situations.

Chapter 4

CHEMICAL WEAPONS CONVENTION

4.1. The United States Air Force Chemical Weapons Convention (CWC) Inspection Support Manual (ISM). CCT will implement DoD guidance (ISM) to execute a CWC challenge inspection.

4.2. The ISM, along with 22 ARW Open Skies Base Compliance Plan, Annex A. Guidance listed in both of these documents is to be used towards base preparation and execution.

4.3. CWC Challenge Inspection Timelines. Inspection period begins with the notification and ends with the Inspection Team (IT) departure at the conclusion of the activity. This period lasts for approximately 228 continuous hours (9 ½ days) with 24-hour inspection operations.

4.4. Inspection Area. Every building or facility on-base or off-base that falls within the inspectable boundary is subject to an on-site CWC inspection, even if owned by a private organization. Managed Access will be used in sensitive and/or classified facilities.

4.5. 22 ARW Crisis Action Team. The 22 ARW/CC (or designated representative) will activate the CAT for immediate action requirements. CCT will take lead to ensure all CWC requirements are met with Inspection Control Group (ICG) team memberships, mandatory senior leadership briefings and base-wide support operations.

4.6. Inspection Control Group (ICG) Team Chief. 22 ARW/CC will appoint 22 MSG/CC or CD (or designated representative) as Inspection Control Group (ICG) Team Chief as most on-site inspection compliance requirements are under MSG operational control.

4.7. Host Team Advisor. 22 ARW/DS (or designated Group CC) will lead wing as Host Team advisor. This key position interfaces with the DoD Host Team at point of entry (Dulles IAP) and forwards DoD guidance to the ICG Team Chief for implementation.

4.8. Mobile ICG Kits. CCT will create and distribute nine (9) mobile kits to ICG sub teams. ICG kits contain wireless laptop, 320 GB external USB hard drive, MiFi2373 mobile hot spot, administrative supplies, controlled area access badges, reflective belts, USB keyboard and mouse, and five binders with specific documents: ISM guidance, checklists, and support documents (LMR call signs, ICG contact numbers, base maps, wing staff directory and key personnel lists). Each ICG kit contains specific ISM guidance and base-wide support documents to facilitate team dynamics.

4.9. ICG Team Compositions (team size varies from 10-15 members based on availability). Teams listed below indicate minimum manpower requirements;

4.9.1. Administrative Team: 22 FSS/CC, 22 ARW/CCP, 22 ARW/DSA, Gp/Sq exec (2 ea), and 22 ARW/IP. Two Base Assistance Team (BAT) members.

4.9.2. Self-Monitoring Team: 22 SFS/CC, 22 SFS/S-5 (3 ea), one representative each from 184 IW, 931 ARG, Boeing, and Spirit Aerospace. Three BAT members.

4.9.3. Mandate Team: 22 ARW/IG, JA, XP, 22 CES/CEAN, Boeing representatives each from 184 IW/MUNS, and Spirit Aerospace (3 ea). Five BAT members.

4.9.4. Local Escort Team: 22 MSG (lead), and representatives from 22 OG, 22 MXG, 22 MDG, 22 ARW/DS, 931 ARG, 184 IW, Boeing and Spirit Aero. Two BAT members.

4.9.5. Transportation Team: 22 LRS/CC, 22 LRS/LGRRDO (5 ea). Two BAT members.

4.9.6. Support Team: 22 CONS/CC, 22 ARW/XPA, 22 CPTS/CC, 22 MXS/CC, 22 MDG representatives [Aerospace Medicine], 22 FSS/FSVL, 22 FSS/FSVF, and 22 ARW/PA. Two BAT members to join.

4.9.7. Communications Team: 22 CS/CC, Leased Comm. (2-4 ea), CFP (2-4 ea), and 22 FSS/FSCC. Three BAT members.

4.9.8. Base Preparedness Team: 22 CES/CC, 22 CES/CEOSC, 22 CES/CEAO, 22 CES/CEPT, one representative each from 184 IW, 931 ARG, and Boeing and Spirit Aerospace. Nine BAT members.

4.9.9. Perimeter Team: 22 ARW representative (22 ARW/XP), 22 SFS/S-3, 22 CES/CEPT, 22 CES/CEAO, and one representative each from 184 IW, 931 ARG, Boeing and Spirit Aerospace. Four BAT members.

4.10. Base Facilities. The Robert J. Dole Community Center (RJDCC) is used to accommodate nine ICG teams, the DoD Host Team (HT) and Inspection Team (IT) work centers, along with conference /interview rooms. The CWC work center layout is contained as supplement to ISM (includes equipment support (tables, chairs) and identifies LMR with dedicated frequencies, Laptops, NIPRNET (and Org E-mail accounts) and Lease Communication requirements.

4.10.1. Ballroom is main hub for ICG team chief, nine ICG teams, observers and guests (approx. 100-150 seats are needed).

4.10.2. Heritage room is used as interview room (approx, 8 seats).

4.10.3. Derby room is Base Preparedness Team work center (approx. 10-15 seats).

4.10.4. Wichita room is Mandate Team work center (approx. 10 seats).

4.10.5. Kansas room is private ICG Team Chief for meetings (approx. 4 seats).

4.10.6. Storm Cellar (E-Club) is used for DTRA & local escorts (approx. 30-50 seats).

4.10.7. Signatures is used a formal in-brief (Pre-Inspection Brief) for DoD Host Team and Inspection Team (IT) (approx. 100-140 seats).

4.10.8. Officer's Club (Team McConnell Lounge is used for Inspection Team (IT) (up to 50 seats).

4.10.9. Deb's conference room is used for specialized training, facility managers, OPSEC, local escort & drivers training. Training is set on a rotating schedule (approx. 30-45 seats).

4.11. Communications requirements.

4.11.1. CS will provide 26 CLASS C phones with DSN access in designated areas within the RJDCC. This tasking should be complete within nine hours (12-hrs maximum) after receipt of CWC Format 1A.

4.11.2. CCT will provide two color laser printers [ICG & DoD Host Team] to be connected on local NIPR LAN and one color MFP printer connected with USB [Inspection Team].

4.11.3. 22 CS will create a temporary ADPE account for 13 laptops for NIPR LAN use, and another 13 laptops to be used on commercial Wi-Fi or MiFi2372 mobile hot spots [these units will need to be dual configured for LAN, but deactivated to prevent accidental contact with local NIPRNET]. Create special ADPE account for CWC accountability, configure 26 laptops and install 26 CLASS C telephones in RJGCC are required within 24 hours after tasking. CS will create master telephone control lists for ICG use.

4.11.4. 22 CS will provide 24 Land Mobile Radios (with digital display), along with four six-cell charging units. Configure display name for nine channels. Call signs are given simple, but abstract names to comply with AF directives.

4.11.4.1. <OPEN SKIES 1> Open Skies (uses repeater)

4.11.4.2. <OPEN SKIES 2> Open Skies (Radio-to-Radio)

4.11.4.3. <RAMP> Control Tower

4.11.4.4. <ICG> ICG

4.11.4.5. <ESCORT> Local Escorts

4.11.4.6. <SELFMON> Self-Monitor

4.11.4.7. <PERIM> Perimeter

4.11.4.8. <PREP> Base Prep

4.11.4.9. <WX> Weather

4.11.5. 22 CS will create CWC SharePoint site for ICG use. SharePoint is an effective tool to monitor and track ICG team progression throughout all phases of data collection/collaboration.

4.11.6. 22 CS will create AF organizational e-mail accounts to efficiently receive and transmit time sensitive information to ICG members across all nine sub teams. This will require CS/CFP (Communication Focal Point) to submit ICG and BAT members Electronic Database of Intellectual Property (EDIP) information to Enterprise Service Desk (ESD) to grant permissions for AF Org group e-mail access. This can take up to 48 hours to process 100 members. This initiative will permit all ICG members the ability to review and respond to group e-mails [instead of using individual e-mail accounts]. Use the following format.

4.11.6.1. 22 arw.CWC.BasePrepTeam@us.af.mil

4.11.6.2. 22 arw.CWC.CommTeam@us.af.mil

4.11.6.3. 22 arw.CWC.PerimeterTeam@us.af.mil

4.11.6.4. 22 arw.CWC.SelfMonitor@us.af.mil

4.11.6.5. 22 arw.CWC.LocalEscortTeam@us.af.mil

4.11.6.6. 22 arw.CWC.AdministrativeTeam@us.af.mil

4.11.6.7. 22 arw.CWC.SupportTeam@us.af.mil

4.11.6.8. 22 arw.CWC.TransportationTeam@us.af.mil

4.11.6.9. 22 arw.CWC.MandateTeam@us.af.mil

- 4.11.6.10. 22 arw.CWC.DoDHostTeam@us.af.mil
- 4.11.6.11. 22 arw.CWC.ITCO@us.af.mil
- 4.11.6.12. 22 arw.CWC.DTRA@us.af.mil
- 4.11.6.13. 22 arw.CWC.HostTeamAdvisor@us.af.mil

4.12. Transportation requirements.

4.12.1. 22 LRS will deliver 27 GOVs with windshield placards to Enlisted Club (Storm Cellar) parking lot NLT 12 hours after formal tasking. Two 45 PAX buses with drivers will be placed on standby. CCT will provide transportation placards based on incoming USG agencies and ICG team titles. These placards will be given to the Transportation team for vehicle issue and placed centered on dashboard for easy identification.

4.12.2. 22 LRS/Training NCO will provide just-in-time GOV training for applicable AF/A5XP, SAIC, DTRA, BAT, deployed treaty compliance officers, and local escorts at RJDCC to ensure qualified drivers for GOV vehicles. DTRA LNO will be ready to augment fleet with rental cars in the event more are required.

4.12.3. 22 LRS may use local escorts to augment manning if real world contingency taskings result in shortages.

4.13. Lodging Requirements. The Inspection Team (IT) and DTRA will be lodged off-base. The DoD Host Team, USG agencies and observers will be lodged on-base.

4.14. Funding. 22 CPTS/FMA will create EEIC to track expenditures. DTRA will reimburse expenses related to this event.

4.15. Dining Facility. U.S. military personnel are authorized to eat at the Chisholm Trail Inn Dining Facility IAW AFI 34-239. Officers/DOD civilians may eat at the DFAC when the installation commander determines no other adequate food service facilities are available or readily accessible to the duty location. Civilian and military personnel of a foreign government shall be furnished meals in accordance with specific arrangements made between the US Government and the foreign government. Charges for costs and related food service operating expenses are the same as their US government counter part of equal rank.

4.16. Other base-wide requirements (931 ARG, 184 IW, 127 CACS, Boeing, and Spirit Aero Security). Each organization will identify a primary and alternate POC for the following areas; Hazardous Materials (HAZMAT), Bioenvironmental, OPSEC, Security, Facility Management and Ground Safety.

JOEL D. JACKSON, Colonel, USAF
Commander

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

DoDD 2060.1, *Implementation of, and Compliance with Arms Control Agreements*, January 9, 2001

AFPD 16-6, *Arms Control Agreements*, December 29, 2010

AFI 16-601, *Implementation of, and Compliance with Arms Control Agreements and Nonproliferation Agreement*, February 18, 2011

AFI 16-603, *Education and Training Requirements for Implementation of, and with Arms Control Agreements*, May 12, 2007

AFI 16-604, *Implementation of, and Compliance with The Treaty on Open Skies*, March 28, 2012

AFI 16-609, *United States Air Force Implementation of, and Compliance with Chemical Weapons Convention*, January 27, 2012

AFMAN 33-363, *Management of Records*, March 8, 2008

22 ARW, *Memorandum of Agreement*

Prescribed Forms/IMT's. No Forms or IMT's prescribed by this publication.

Adopted Forms/IMT's:

AF Form 847, *Recommendation for Change of Publication*

Abbreviations and Acronyms

AAR—After Action Report

ACC—Arms Control Council

ADPE—Automated Data Processing Equipment

AAFES—Army and Air Force Exchange Service

AFOSI—Air Force Office of Special Investigations

BAT—Base Assistance Team

CAT—Crisis Action Team

CFP—Communications Focal Point

COMM—Communications

COMSEC—Communications Security

CPLANS—Base Compliance Plans

CWC—Chemical Weapons Convention

DAMA—Demand Assigned Multiple Access

DoD—Department of Defense

DSN—Defense Switching Network
DTRA—Defense Threat Reduction Agency
DV—Distinguished Visitor
EAL—Entry Access Listing
ECC—Escort Control Center
ECP—Entry Control Point
EDIP—Electronic Database of Intellectual Property
EEIC—Element of Expense Investment Code
EMT—Emergency Medical Technician
ESD—Enterprise Service Desk
FGO—Field Grade Officer
GMC—Governor’s Military Council
HAZMAT—Hazardous Materials
HQ USAF—Headquarters United States Air Force
HT—Host Team
HUMINT—Human Intelligence
IAW—In Accordance With
ICG—Inspection Control Group
ISM—Inspection Support Manual
IT—Inspection Team
LMR—Land Mobile Radio
LFA—Legal for Alert
MAJCOM—Major Command
MAPA—Mass Aircraft Parking Area
MILAIR—Military Airlift
MOA—Memorandum of Agreement
NIPRNET—Non Classified Internet Protocol Router Network
NST—New START Treaty
OPCW—Organization for the Prohibition of Chemical Weapons
OPR—Office of Primary Responsibility
OPSEC—Operational Security
OASD—Office of the Assistance Secretary of Defense

OS—Open Skies
OSA—Open Skies Airfield
OSID—On-Site Inspection Directorate
OSRA—Open Skies Refueling Airfield
OST—Treaty on Open Skies
PA—Public Address
PAX—Passengers
POE—Point of Entry
POL—Petroleum, Oil and Lubricants
PTT—Part Task Trainer
ROBE—Role on Beyond Line of Sight Enhancement
RSO—Requesting State Party Observer
R/T—Receiver/Tanker
SAF—Secretary of the Air Force
SAIC—Science Applications International Corporation
SJA—Staff Judge Advocate
START—Strategic Arms Reduction Treaty
STATCOM—Satellite Communication
TACAMO—Take Charge and Move Out
TACC—Tanker Airlift Control Center
TCO—Treaty Compliance Officer
USA—United States Army
USD—United States Defense
USG—United States Government
USMC—United States Marine Corp
USN—United States Navy
USSTRATCOM—United States Strategic Command